



**TRANSPORTATION  
ENHANCEMENT INFORMATION  
GUIDE**

**April 2006**

## FOREWORD

Through the Intermodal Transportation Efficiency Act of 1991 (ISTEA), the Louisiana Department of Transportation and Development (LA DOTD) was presented with the opportunity to utilize federal funds for transportation enhancement projects. This program represented a distinct change in the U.S. Department of Transportation's vision in that "the focus was placed on developing a more modally balanced transportation system by encouraging projects that are more than asphalt, concrete, and steel." A more comprehensive approach to building the nation's transportation system was taken. The ultimate goal is to have a balanced system that takes in consideration environmental, cultural, economic and social conditions. This balanced system, encompassing pedestrians and bicyclists as well as the motoring public, will provide our citizenry with not only a choice in the type of transportation they use, but also a richer experience while traveling. At the heart of this quality of life philosophy is the Transportation Enhancement (TE) Program, which strives to "leave the world a better place than we found it."

Since 1992, more than \$7.25 billion has been or will be invested around the country in facilities for walking and bicycling, historic preservation, scenic beautification, and land acquisition. From 1991 to 2005, LA DOTD has included in its program more than \$97.7 million worth of projects. To this date, over \$45.6 million worth of projects have been completed, while \$17.0 million are in various stages of construction and \$35.1 million are in various stages of design. LA DOTD is committed to "Enhancing Louisiana" as we truly believe in investing in the present to make the future a better place.

This manual describes the TE program and the application process. Potential sponsors should be aware that this is not a grant program, but a cost-reimbursable, pay-as-you-go **federal** program. The development of an enhancement project will be a joint effort between LA DOTD, Federal Highway Administration (FHWA) and the sponsor. At the very beginning of the process, LA DOTD project managers will be assigned to help guide successful sponsors through project completion. Applicants and sponsors are encouraged to understand the responsibilities as described in this manual before applying. Please contact us should you need assistance in any way; LA DOTD is committed to serving the public and "Enhancing Louisiana."

Johnny B. Bradberry  
Secretary

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## BASIC ELIGIBILITY CRITERIA

The transportation enhancement program is unique. What differentiates it from other transportation programs funded by the Federal Highway Administration (FHWA) is its orientation toward non-traditional transportation projects. Determining eligibility refers to the requirements that a project must meet in order to be **considered** for funding. Eligibility criteria are **separate** from selection criteria.

Three basic federal eligibility criteria must be met before a project may be included in the Transportation Enhancement (TE) Program.

1. Does the proposed project fit into one of the 12 enhancement categories?
2. Does the proposed project relate to surface transportation?
3. Does the project have a sponsor that complies with program guidelines?

Surface transportation means all elements of the intermodal transportation system, except aviation. For the purposes of TE eligibility, surface transportation includes water as surface transportation and includes as eligible activities related features such as canals, lighthouses, and docks or piers connecting to ferry operations, as long as the proposed enhancement otherwise meets the basic eligibility criteria.

To determine if the project relates to surface transportation, focus on the following questions.

1. In what way(s) is the project related through present or past use as a transportation resource?
2. Is there a direct connection to a person or event nationally significant in the development of surface transportation?
3. What is the extent of the relationship(s) to surface transportation?
4. What groups and individuals are affected by the relationship(s), when did the relationship(s) start and end or do the relationship(s) continue?
5. Will the relationship be substantial enough to justify the investment of transportation funds?
6. Is there more of a relationship to surface transportation than just proximity to a transportation facility?

## ENHANCEMENT CATEGORIES

The following is provided for **information only** and is an expansion on the different categories that are eligible for funding under the Transportation Enhancement (TE) Program. The applicant's proposal should provide documentation that informs the Louisiana Department of Transportation and Development (LA DOTD) as to which category or categories their project is eligible under.

## **PROVISION OF FACILITIES FOR PEDESTRIANS AND BICYCLES**

For the purposes of the TE Program, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” This category includes providing bicycle and pedestrian features that are not included or required as part of routine transportation projects. This may include activities such as construction of facilities where none currently exist, or refurbishing or rehabilitating existing facilities to make them more usable for bicyclists and pedestrians. This includes upgrading the structure to meet Federal, State and/or local responsibilities for compliance with ADA requirements (such as ramps, and/or other necessary design features) **as long as sidewalk corridors are being installed. The project should not be an ADA upgrade only.**

Sponsors should note that it is the decision of LA DOTD that submitted projects should be **a continuous transportation corridor, and should not be disconnected and “patchworked” in nature.** The goal of the program is to provide mainline sidewalks/bikepaths, not internal infrastructure to a neighborhood, **main** campus or park. (Examples: A proposed sidewalk may connect the downtown area to a park. But once at the park, sidewalks accessing from the mainline sidewalk to individual park facilities would not be eligible. In the same manner, only facilities bringing an existing outlying traffic generator site onto a college campus would be eligible; however, facilities within the **main** college campus would not be eligible.) Facilities may be located inside or outside of a highway right-of-way (**though on public right-of-way**); **the project does not have to be located along a state or federal highway**, but must be transportation oriented (not recreational). The facilities should also connect activity centers such as businesses, schools, libraries, shopping areas, recreational areas, etc. Some amenities that make these facilities more popular or attractive, such as landscaping or street furnishings for pedestrians (including pedestrian lighting) are also eligible.

**Sidewalks/bike paths must connect existing traffic generators, not proposed features.** Street parking construction costs and stand-alone parking lot projects for **future** bicycle or pedestrian facilities are **not** eligible. Please note, however, that parking facilities (with restrooms) at a trailhead of an **existing or currently proposed** bicycle/pedestrian **in a rural setting** are eligible for funding.

All bicycle facility projects must be designed and constructed to meet the criteria outlined in *The Guide for Development of Bicycle Facilities*, published by the American Association of State Highway and Transportation Officials (AASHTO). Pedestrian facility projects must comply with AASHTO’s guide, *A Policy on Geometric Design of Highways and Streets*, and *The Secretary of the Interior’s Standards for Historic Preservation*, where applicable. Pedestrian facility projects **must** be Americans with Disabilities Act (ADA) compliant.

Facilities for bicycles and pedestrians may allow equestrian use, but facilities exclusively for equestrian activities do not fall into any of the eligible categories and, therefore, are not eligible for enhancement funding.

**Sponsors will note that LA DOTD will only accept construction projects in this category; studies are not accepted.**

## **PROVISION OF SAFETY EDUCATION ACTIVITIES FOR PEDESTRIANS AND BICYCLISTS**

Please note that this category is for **safety education** activities, **NOT** a category for construction of safety improvements.

This category includes non-construction safety-related activities and reasonable costs to provide safety education activities such as bicycle and pedestrian safety training, cost of facilitators and classes. It may also include related training materials such as brochures, videotapes, other training aids, as well as rent for leased space and limited staff salaries. Long-term salary participation will be avoided (maximum of 5 years will be funded). Sponsors of these projects should consider safety education programs funded by TE to be “seed” programs. The Sponsors will have to find alternate funding sources after 5 years with the Enhancement Program. The funded activities must be accessible to the general public or targeted to a broad segment of the general public. Instruction in schools, institutions, and groups to promote bicycle and pedestrian safety is also eligible.

**Studies under this category will not be accepted.**

### **ACQUISITION OF SCENIC EASEMENTS AND SCENIC OR HISTORIC SITES**

This category may be applied to the purchase, donation, transfer, or trade of lands in the viewshed of a state or federally designated scenic or historic highway that is functionally classified as a major highway. The area must possess significant aesthetic, historic, archaeological, cultural, natural, visual, or open space values, including, but not limited to, land and property listed in or eligible for listing in the National Register of Historic Places. The Sponsor/State Agreement will require the Sponsor to preserve the aesthetic and/or historic values of the site. The Sponsor must have documentation of consultation or a letter of concurrence from the State Historic Preservation Office (SHPO) stating the historic nature of that particular site.

The acquisition of real property for purely recreational use is not eligible.

Real property that is purchased for its scenic or historic characteristics must be maintained accordingly. A maintenance plan that will ensure preservation of those qualities for which the real property is acquired must be provided in the application.

**Sponsors will note that studies will not be accepted in this category.**

### **SCENIC OR HISTORIC HIGHWAY PROGRAMS (INCLUDING THE PROVISION OF TOURIST AND WELCOME CENTER FACILITIES)**

This category covers protection and enhancement of state or federally designated scenic or historic highways. **These are highways recognized in the Louisiana Byway Program only.** Funds may be used for projects that will protect and enhance the scenic, historic, cultural, natural, and archaeological integrity and visitor appreciation of an existing highway and adjacent area. All constructed, leased, or purchased elements must be in the viewshed of the highway.

Tourist and welcome centers or related facilities that are built, modified, or rehabilitated **immediately adjacent to major highways in the Louisiana Byway Program** are eligible under this category; **the main purpose of the facility should be to promote the Louisiana Byway under which the facility is eligible.** These facilities must demonstrate a **clear** link to scenic or historical sites, restroom facilities must be ADA compliant, enhance the transportation experience, and be open to the public during periods that visitors would normally utilize those facilities. The hours of operation must be included in the application. To demonstrate a clear link to a historic site, the Sponsor must have documentation of consultation or a letter of concurrence from the SHPO stating the historic nature of that particular site.

**TE funds may be used for the construction of a new facility and/or the restoration of an existing facility. This includes related construction activities necessary to support the**

facility, such as interior fixtures and parking areas. TE funds may be used to purchase and install items that support or interpret the related Louisiana Byway including brochure racks for interpretive materials or maps or kiosks. TE funds cannot be used for statewide programs, marketing, or promotion not related to the scenic or historic highway program or for purchasing items such as racks for advertising or brochures for local or national businesses.

**Any tourist and welcome center concept proposed for any Louisiana Byways must meet with the approval of the Louisiana Scenic Byway Manager at the Department of Culture, Recreation & Tourism (DCRT). A letter of no objection from the DCRT Scenic Byway Manager must be included in the support documents of the application to be eligible for consideration.**

Sponsors will note that LA DOTD will only accept construction projects in this category; studies will not be accepted.

### **LANDSCAPING AND OTHER SCENIC BEAUTIFICATION**

This category includes landscape construction projects that enhance the aesthetic or ecological resources along transportation corridors, points of access, and lands qualifying for other categories and/or may be included as a component of other project applications. Projects might include regional entry corridors, streetscapes, scenic vistas and overlooks, or **sustainable** landscapes compatible with their surroundings.

Landscape design may include elements such as specialized paving surfaces, walls or retaining walls for erosion control, pedestrian and street furnishings (benches, trash receptacles and pedestrian decorative lighting) as well as, vegetative materials and those actions and materials required for successful planting. The activity must be in the right-of-way or viewshed of a roadway, except when in conjunction with a project qualifying under another category.

Artistic undertakings such as statutes, murals and other outdoor art, as well as, fountains, flagpoles, decorative banners, etc. will not be considered for funding participation. A further clarification concerning flagpoles is that one flagpole flying the American flag will be eligible for funding; no other flagpoles or flags will be considered eligible.

Gateway signs apply to city/town and university entrances only. Signage for Scenic Byways and Parish entrances are not eligible.

Softscape landscaping should be plants that are low maintenance and hardy plants and should conform to the DOTD Vegetation Policy, latest edition. Annuals will not be eligible for funding with the program. Ground cover will be allowed based on the approval of the DOTD Landscape Architect.

Proposed wildflower plantings must supply information concerning who will maintain the area. Any planting proposed along state controlled routes must have a written letter of no objection from the District DOTD Maintenance Engineer for that region; a part of the letter should be who will maintain the wildflowers after planting.

Any landscaping concept proposed for a state controlled route (interstate, US or state route) must meet with the approval of the DOTD Chief Landscape Architect. A letter of no objection from the DOTD Chief Landscape Architect must be included in the support documents of the application.

**Irrigation systems proposed within 50' of a roadway edge shall be drip or bubbler type only. No pop-up or spray systems will be allowed within the area.**

Significant trees species may be planted within DOTD mainline right-of-way upon approval of the DOTD Chief Landscape Architect and the DOTD District Maintenance Engineer. They may also be permitted at interchanges upon review and at the discretion of the DOTD Landscape Section and District Maintenance Section. A significant tree is a Live Oak, Red Oak, White Oak, Magnolia or Cypress that is considered aesthetically important, 18" or greater in diameter at breast height (4'-6" above the ground), and having a form that separates it from the surrounding vegetation or is considered historic

Plantings shall be designed so they do not block existing billboards advertising on state routes AT ALL. Billboards must be identified within the plans.

Sponsors will note that LA DOTD will only accept construction projects in this category; studies will not be accepted.

### **HISTORIC PRESERVATION**

Projects in this category should **be directly and strongly related to surface transportation**. Funds may be used for the identification, evaluation, recording, documentation, curation, acquisition, protection, rehabilitation, interpretation, and restoration or any combination of the foregoing, of any historic transportation related facility included in or eligible for listing in the National Register of Historic Places as determined by SHPO.

Please note that just because a building is historic does not mean that it is eligible for this category. The building must have a transportation link. For example, railroad depots, lighthouses and lockhouses would have a transportation link by their nature. Post offices, town halls, and historic jails would not qualify. The facilities used in the example are not meant to be an exhaustive list of eligible or ineligible facilities; they are only provided for demonstration purpose. Sponsors will need to prove a transportation link for their facility in order to qualify for this category. If in doubt, please contact the Transportation Enhancement Program Manager.

Please note that because historic rehabilitation can involve specialized and labor-intensive work, applicants are strongly encouraged to consult with preservation architects or contractors experienced in this type of work **before** developing their project's scope of work and budget. Any costs associated with these activities prior to selection and approval by LA DOTD are **not eligible** for reimbursement. All work must be performed and managed by personnel who are qualified as professionals educated and experienced in historic-preservation activities.

Acquisition of historic artifact collections and exhibits and activities required to eliminate or mitigate the effect of a transportation project on any historic real property are **not eligible** under the Transportation Enhancement program.

**Historic preservation does not include reconstruction, i.e., building replicas of historic structures or buildings.**

In order for the total cost of exterior restoration to be considered eligible, the entire interior must have a current or historic relationship to the surface transportation system. Projects proposing restoration of historic buildings must include current and proposed floor plans showing the function of each room on each floor. The function of the rooms must serve in a manner that relates to the surface transportation system to be eligible. Funding of exterior restoration will be based on the



percentage of the interior space being utilized for transportation related activities. For example, if 55 percent of the interior of a building will be used as a transportation museum, then funding for the exterior restoration will be limited to 55 percent.

A preservation project arising from the deferment of maintenance, that was to have been done, as a condition of a previous agreement for its preservation, **will not** be eligible.

Tenant improvements are **not eligible** costs.

Sponsors will note that LA DOTD will only accept construction projects in this category; studies will not be accepted.

### **REHABILITATION AND OPERATION OF HISTORIC TRANSPORTATION BUILDINGS, STRUCTURES, OR FACILITIES (INCLUDING HISTORIC RAILROAD FACILITIES AND CANALS)**

Historic transportation buildings are buildings or structures associated with the operation, passenger and freight use, construction, or maintenance of any mode of transportation where such a building is listed in or eligible for listing in the National Register of Historic Places as determined by SHPO.

Rehabilitation means the process of returning the real property to a condition that makes possible for a contemporary use while preserving the significant historic features of that real property. Subsequent conversion costs for non-transportation related activities or tenant improvements are **not eligible**.

Fundable activities may include interior and exterior restoration to the original state and adaptive reuse for transportation purposes. Interior restorations of historic transportation structures serve a function of interpreting transportation history. Adaptive reuse is allowable **provided** the real property will benefit the general user of the surface transportation system and not simply individuals having a specific business in the facility. Sponsors should be aware that adaptive reuse should be transportation in nature; welcome centers, tourist information center or transportation museums are examples of adaptive reuse. Where there is an uncertainty regarding whether a proposed action is considered a transportation use of the facility, please contact the Enhancement Unit for a determination.

The types of historic structures and facilities eligible under this category include, but are not restricted to, bridges, trestles, stations, and other transportation features.

**Please note that transit functions are not eligible for Transportation Enhancement funds.**

Also note that because historic rehabilitation can involve specialized and labor-intensive work, applicants are strongly encouraged to consult with preservation architects or contractors experienced in this type of work before developing their project's scope of work and budget. Any costs associated with these activities prior to selection and approval by LA DOTD are **not eligible** for reimbursement. All work must be performed and managed by personnel who are qualified as professionals educated and experienced in historic-preservation activities.

**Studies will not be accepted into the program.**

## **PRESERVATION OF ABANDONED RAILWAY CORRIDORS (INCLUDING THE CONVERSION AND USE THEREOF FOR PEDESTRIAN OR BICYCLE TRAILS)**

This category includes the planning, acquisition, rehabilitation and development of corridors for public uses including bicycle and pedestrian use. It permits the development and rehabilitation of privately owned rail corridors open to the general public without charge. The acquisition of right-of-way can be a stand-alone project; however, there must be a planned trail use.

Eligible railway corridors must either have been authorized for abandonment, have abandonment proceedings pending or have been set aside for future transportation use under applicable federal or state laws. Preservation of an abandoned rail corridor must lead to the development of a pedestrian and/or bicycle facility and is not intended to solely preserve the rail corridor for future use.

Applications should include a copy of the railbanking deed, if the property is railbanked. (Railbanking is defined as a voluntary agreement reached between a railroad and a trail manager to dedicate a deactivated trail corridor to interim trail use.) It is advisable to have an environmental analysis of the property done prior to considering a project of this nature before submitting for funding under the TE Program. Any cost associated with the environmental analysis performed prior to selection and approval is **not eligible** for reimbursement. Environmental mitigation costs can significantly raise the overall cost of a project.

**Studies will not be accepted into the program.**

## **CONTROL AND REMOVAL OF OUTDOOR ADVERTISING**

This category covers expenditures for the removal of existing signs, displays, and devices on highways that are not classified as local roads. LA DOTD does not accept projects in this category.

## **ARCHAEOLOGICAL PLANNING AND RESEARCH**

This category includes, but is not limited to, research on sites **eligible for TE funds (transportation related)**; experimental projects in archaeological site preservation and interpretation; planning to improve identification, evaluation, and treatment of archaeological sites; development of national and regional research designs; and data recovery and synthetic research. Projects should be used for research or interpretation of sites associated with transportation facilities. This category is not for routine excavations.

Eligible activities include problem-oriented analysis and synthesis using data derived from (though not limited to) transportation-related archaeological projects, and the development of national and regional research designs to guide future surveys, data recovery and synthetic research. Applications must have the approval of SHPO. All work must be done in compliance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* or the *Secretary of the Interior's Standards for Historic Preservation Projects* and must be managed under the direction of qualified professionals who are educated and experienced in archaeology.

**Examples of projects that may be considered eligible include:**

- 1. Research, preservation planning, and interpretation;**
- 2. Developing interpretive signs, exhibits, and guides;**

3. Preparation and cataloguing of artifacts for exhibition;
4. Inventories and surveys.

### **ENVIRONMENTAL MITIGATION TO ADDRESS WATER POLLUTION DUE TO HIGHWAY RUNOFF OR REDUCE VEHICLE-CAUSED WILDLIFE MORTALITY WHILE MAINTAINING HABITAT CONNECTIVITY**

This category includes projects such as mitigation to address highway storm water runoff through erosion controls or detention and sediment pond construction, runoff pollution studies, wildlife crossings, or wildlife highway mortality studies.

#### **For environmental mitigation to address water pollution due to highway runoff:**

Eligible mitigation projects include those that incorporate aesthetic and ecological considerations and promote recharge. Normal storm sewer construction and maintenance is not eligible **unless** it is integral to a larger, eligible enhancement project.

Activities that have been identified as requirements of a storm water permit are **not eligible** for enhancement funding. Acquisition of real property is **not** considered as an eligible mitigation of water pollution **unless** the acquisition fulfills the mitigation objective.

**For environmental mitigation to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity:** Eligible activities should help preserve **an identified endangered or threatened species** by using previously established methods or using methods that are being researched to establish protection of wildlife relating to vehicle incidents on roadways, without disconnecting wildlife habitat. **Please note that La DOTD will not sponsor projects that are not for an endangered or threatened species and that the land on both sides of funneling activities must be controlled from development.** Mitigation can consist of, but is not limited to, fence construction, purchase or long-term lease of real property, wildlife tunnel or bridge construction, and native vegetation plantings as sight buffers or grazing deterrents.

Applications under this category must show data on wildlife mortality or vehicle incident records at the areas affected under the proposed environmental mitigation. And the target species must be named in the application.

**Examples of projects that may be considered eligible include:**

1. Projects that address water pollution due to highway runoff:
  - a. Wetlands acquisition and restoration;
  - b. Detention and sediment basins;
  - c. Water pollution studies;
  - d. Channel stabilization, storm drain stenciling and river clean-ups;
2. Wildlife under or overpasses, including bridge extensions to provide or improve wildlife passage and habitat connectivity;
3. Monitoring and data collection on habitat fragmentation and vehicle-caused wildlife mortality.

**Studies will not be accepted into the program.**

## **ESTABLISHMENT OF TRANSPORTATION MUSEUMS**

This category is for capital improvements to establish museums with *a focus on transportation*, or for the purchase of artifacts or exhibits related to transportation that will be displayed in a transportation museum.

Transportation museums established under this category must meet the following definition of a museum, which points must be covered under the application. The facility must:

1. Be in whole or part a legally organized not-for-profit institution or government-entity;
2. Be essentially educational in nature;
3. Have a formally stated mission;
4. Have (or will have) one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and has sufficient financial resources to operate the museum effectively;
5. Present (or will present) regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards;
6. Have (or will have) a formal and appropriate program of documentation, care, and use of collections and/or tangible objects; and
7. Have (or will have) a formal and appropriate program of presentations and maintenance of exhibits.

Establishment of transportation museums specifically means the funding of capital improvements for museums in which a relation to surface transportation (excluding aviation) has been established. The funds **are not intended** to reconstruct, refurbish, or rehabilitate existing museums, nor portions of museums, that **are not for transportation purposes**. It does not cover operations or maintenance of the facility. The funds may be used for the costs of the structure and the purchase of artifacts or exhibits necessary for the creation and operation of the facility. Displays, segments of buildings, or objects not directly related to transportation will not be funded with TE funds. TE funds may be used to build a new facility, add on a transportation wing to an existing facility, or convert an existing building for use as a transportation museum.

The museum must be open to the public and run by a public, non-profit or not-for-profit organization meeting the definition of museums listed above. If entrance fees are charged for the museum a portion of the fee should be provided for the long-term maintenance and operation of the facility.

**Studies will not be accepted.**

## **PROJECT RELATIONSHIP TO SURFACE TRANSPORTATION**

The project must have a direct relationship to surface transportation (excludes aviation) as exhibited by one or more of the following linkages:

1. **FUNCTION** – The project serves a purpose relating to the existing transportation system. Facilities that serve recreational uses only are not appropriate for this program.

2. IMPACT – The project substantiates the relation to the surface transportation system in that it creates a beneficial effect on the existing transportation system.

Please note that since TE projects must have a direct relationship to transportation, **park** improvements such as park benches, park landscaping and pure recreational trail loops are not eligible, although the same scope of project might be eligible in a streetscape setting. TE projects that may provide an ancillary recreational experience or may be located on parkland can be eligible as bicycle or pedestrian facilities if the projects also provide through access from one point to another.

## OTHER PROGRAM CONSIDERATIONS

This covers a listing of miscellaneous program guidelines that the Sponsor must take into consideration when applying for TE funds.

Projects may be phased; however, phases should be limited to a maximum of 3 and each should be a “stand-alone” project. One example would be, if the project were a 5-mile bike path with lighting, landscaping and a trailhead, logical phases would be (1) the bike path itself, (2) lighting and landscaping, and (3) the trailhead with its associated facilities. This requirement is not meant to limit large projects that intend to develop an intermodal transportation network.

Applicants sponsoring trail projects should note that Federal transportation law requires that to be eligible for Federal funding, bicycle and pedestrian projects must be “principally for transportation rather than recreation.” The FHWA, however, has interpreted this broadly, and considers trails that serve any legitimate transportation need as eligible for funding. Please note that a circular recreation path wholly within a park or any other purely recreational facility, however, will not be eligible.

**This is not a grant program!** It is a cost-reimbursable, pay-as-you-go program, not up-front grants. The funds are subject to all the requirements of Title 23, United States Code. The Sponsor must have the financial resources to carry project expenditures until reimbursed and statutory authority to charge on a reimbursable basis. Costs incurred before FHWA project authorization (expenditure approval) are not eligible for reimbursement. Letters conveying notification of acceptance into the program **do not constitute authorization**. The Sponsor will be notified **in writing** when expenditures are authorized, and can be incurred (notice to proceed). *Consultant services or Sponsor provided planning and/or design service for the project are not subject to the timing limitation if they are to be used as part of the Sponsor’s match share (95/5 option discussed later).* As project costs incurred before the notice to proceed will be ineligible for reimbursement, Sponsors are encouraged to contact LA DOTD Enhancement personnel for clarification of questionable activities.

To further clarify, actions (or work) taken prior to FHWA project authorization are not eligible for compensation. This **does not** mean the portion of the action done before authorization is ineligible and the portion done after authorization is eligible. **None of the action is eligible**. For example, if the Sponsor intends to be compensated for **their right-of-way acquisition**, and if they inadvertently begin work before authorization **for acquisition**, none of the **right-of-way expenses** are eligible for reimbursement. The Sponsor will be notified **in writing** when expenditures are authorized, and can be incurred.

Items that are ineligible for funding by the TE program can be included in the construction contract as nonparticipating items with the funding to be provided by the Sponsor or others. **Costs that are ineligible for compensation are not eligible for match credit.**

Administration costs are **not** eligible for reimbursement. The Sponsor is responsible for these costs. Some examples of actions considered to be administrative are application preparation; invoice checking, certification, and transmittal; consultant selection and management; coordination with LA DOTD; fund raising; etc.

Activities or items routinely funded from other FHWA sources (not the TE program) are **not eligible**. This does not mean that all items or activities that could be funded with other sources are ineligible. Only those that are both eligible and routinely funded are ineligible. For example, overlay of a roadway in conjunction with eligible shoulder overlay could not be funded with enhancement funds since it is a routinely funded item with other FHWA monies. **Transit functions cannot be funded with enhancement funds since that is also a routinely funded item with other FHWA monies.**

TE projects are transportation projects and must meet any applicable state and federal standards for transportation projects. For example, bicycle facilities must meet federal and state standards for width, grade and signing or state highway landscaping must comply with state landscaping policies on National Highway System routes. Projects sharing or crossing railroad rights-of-way (ROW) must have railroad agreements, which can be time-consuming to negotiate and get approved. **Sponsors unfamiliar with the requirements and costs of constructing to the design standards required for federal-aid projects should consult in advance with their local LA DOTD District representative or with the Baton Rouge Enhancement Program staff.**

TE projects use federal funds and so must comply with various federal contracting requirements, which apply if consultants are to be used for environmental or design studies, to right-of-way activities (including utility work) done under contract, and for the project construction contract. The major requirements that the potential Sponsor needs to be aware of include competitive bidding, pre-award audits, minority business participation (DBE), and prevailing wage rates (Davis-Bacon Act). For this reason, **LA DOTD will advertise and take bids for the project.**

Walkways and buildings must include handicapped access that is ADA compliant. Projects to retrofit existing facilities **solely** for conformance to accessibility standards **do not** qualify for enhancement funding. Standards for ADA may be found in the *Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities*.

Various environmental actions required by National Environmental Policy Act (NEPA) and storm sewer maintenance are **not eligible** unless they are an integral part of a larger qualifying project. LA DOTD will determine when activities are vital to the success of the project as a whole before they are determined eligible.

Improvements to real property owned by private, non-profit organizations might be considered eligible. **An agreement between the owners of the real property and the Sponsor is required.** The agreement must establish that the project will be dedicated for public use for a period not less than 10 years upon completion of the project and must define the responsibilities of the parties as to the operation and maintenance of the project upon completion. A copy of the signed agreement should be sent to the project coordinator for LA DOTD's records.

Master plans, feasibility studies, general planning **not** leading directly to a specific, tangible TE archaeological projects, and salaries for the staff to perform such planning, are **not eligible** items for funding. No study projects, other than archaeological, will be accepted into the program.



Public lands cannot be used as a local funding match. ROW that has been obtained prior to project selection and approval into the TE program **will not be eligible** for use as a local funding match.

Upon completion, a facility must be open to the public for a period of not less than 10 years. A nominal fee to cover operation and maintenance expenses to the facility may be charged.

Sponsors of enhancement projects should note that by sponsoring the project they are agreeing to supply the match share, manage and maintain the project, and assuming the legal liability for the project. Sponsors will be asked to provide a resolution to that effect. LA DOTD will not advance the project until this requirement is met. **If a resolution is not supplied to the LA DOTD within three months of project selection, the project will be cancelled. Time extensions for this deadline must be requested in writing to the LA DOTD Enhancement Program Manager.**

## **ELIGIBLE REIMBURSABLE WORK CATEGORIES**

### **PLANNING ACTIVITIES**

Planning efforts must either: 1) lead to the development of a proposed network or program of projects that will lead to specific construction projects; or 2) be specific planning activities necessary for defining and implementing an individual enhancement activity. Planning studies will only be accepted for archaeological projects.

### **RIGHT-OF-WAY ACQUISITION**

This includes the cost of buying property plus right-of-way support services such as appraisals. **Whenever federal funds are used in any phase of a project, acquisition of real property for the project becomes subject to the provisions of the Federal Uniform Relocation Assistance and Acquisition Policies Act, no matter if carried out by federal, state or local agencies or by private parties.** A LA DOTD certified appraiser must perform right-of-way appraisals to determine property value even if ROW is not used as part of the match or Federal funds are not used for property acquisition. Work done prior to selection and written approval by LA DOTD will not be eligible for reimbursement. **For additional information concerning ROW procedures, go to [http://www.dotd.louisiana.gov/highways/project\\_devel/realestate/realestate.asp?page=manual](http://www.dotd.louisiana.gov/highways/project_devel/realestate/realestate.asp?page=manual) on the LA DOTD website to consult the LPA Real Estate Manual.**

### **CONSTRUCTION**

This is the major category of work for eligible enhancement activities involving the actual building of the project.

## **PROJECT FUNDING**

### **GENERAL**

Transportation enhancement funds are reimbursable federal-aid monies, not up-front grants, subject to all the requirements of Title 23, United States Code. The Sponsor must have the financial resources to carry project expenditures until reimbursed and statutory authority to charge on a reimbursable basis.

The transportation enhancement program has been set with an 80% Federal share/20% Local share match rate **based on the total eligible costs of the project**. Potential items that may be included in the total eligible project costs are: design, construction, engineering/testing/inspection, materials, services and real property (if purchased for the project). However, due to the unique nature of the program, several options exist for the generation of the 20% Local share, a discussion of which follows.

Projects that do not require any type of “engineering” for project completion will be funded on an 80/20 basis.

LA DOTD will no longer accept projects wherein the Sponsor is seeking reimbursement of engineering costs. Only 95/5 projects will be available. **This means that Sponsors must pay all design and construction engineering/supervision/inspection/testing costs for the project as well as the 5% cash match. The Sponsor will be allowed to choose the consultants and negotiate the fees without LA DOTD or FHWA oversight.** The Sponsor will only be responsible for funding 5% of the **eligible** construction cost until the **maximum** Federal funding level set for the project has been reached after which the Sponsor will be responsible for all remaining additional costs. The Sponsor may start design (not construction) before project authorization.

The Sponsor or donor(s) or a combination of the two may supply the match share. It may consist of a combination of funding and under certain conditions, real property.

### **IN-KIND SERVICES**

LA DOTD **will not** accept in-kind services as a match source for projects. In-kind services can only be used to lower the overall cost of the project.

### **REAL PROPERTY MATCH**

ROW matches have certain stipulations. The real property must be specifically used for the project and cannot be already owned public land. **If the Sponsor proposes to acquire ROW with Enhancement funds, then the request must be shown in the application. If the Sponsor intends to use ROW as match and pay for it themselves, then that must be reflected in the application. Regardless of which route is taken, the appraisal and acquisition procedures must meet federal and state guidelines.** The LA DOTD Real Estate Section will ultimately review for concurrence with value and thus determine the actual value of the match. If the Sponsor wants LA DOTD to participate in the cost of obtaining ROW, this will be on an 80/20 cost basis and all federal rules will apply. Before obtaining the ROW, the Sponsor must receive from LA DOTD a preauthorization order for ROW acquisition and a LA DOTD-certified appraiser must perform the appraisal. The Sponsor may obtain a list of LA DOTD-certified appraisers in his area from the LA DOTD Real Estate Section.

**Please note that whenever federal funds are used in any phase of a project, acquisition of real property for the project becomes subject to the provisions of the Federal Uniform Relocation Assistance and Acquisition Policies Act, no matter if carried out by federal, state or local agencies or by private parties.** A downloadable Real Estate manual on the procedures used by LA DOTD Real Estate is available at [www.dotd.louisiana.gov](http://www.dotd.louisiana.gov) under Pre-construction, Real Estate.



## **CASH MATCH SOURCES**

The TE Program is unique as the cash match may come from any source type including other federal funding sources except another U.S. Department of Transportation (USDOT) sponsored funding source. Therefore, the Sponsor may use HUD money for example as part of their cash match. Sponsors should note that **this acceptance of federal funds as match source is only for TE projects, no other FHWA program has this feature.**

## **INELIGIBLE ITEMS**

Though not a comprehensive list, there are some activities that **will not be funded** through the TE Program.

Administrative costs are **not** compensable. The Sponsor is responsible for these costs. Some examples of actions considered to be administrative are application preparation; invoice checking, certification, and transmittal; consultant selection and management; coordination with LA DOTD; fund raising; etc.

Utility relocation work is not eligible for funding through the program; Enhancement funds cannot be used to bury overhead utility lines. Enhancement funds will only pay for adjustment of utilities (such as manholes or water meter that need to be raised due to sidewalk construction).

Public art is **not eligible** for funding through the program. Items of public art include, but are not limited to: statuary, decorative banners, flag displays other than the American flag (including flagpoles), murals, fountains, clock towers, etc.

Projects containing parallel piping items (including pipes, borrow, bedding material, catch basins, manholes and related work) **will not be considered for funding unless the drainage work is incidental to the project.** If **documented pedestrian fatalities or incidents** have occurred on the route and drainage work is necessary to install sidewalks, the drainage work will not be considered incidental **due to special circumstances**. Sponsors should note that the purpose of the TE Program is to provide transportation, not to enclose ditches.

Parking facilities will **not** be eligible for funding **unless** the facility is related to a trailhead or an eligible building renovation. Lighting must be decorative in nature and must be part of an eligible project.

Tourist and welcome centers **will not be eligible** for funding **unless** they are located on a recognized Louisiana Byway or directly linked to a scenic or historical site. For example, a center would be eligible if it has a trail leading from it to a significant site, i.e. Indian burial grounds, swamp, Civil War site, etc. Tourist centers must be themed and have items at the facility related to its theme, i.e. a tourist center promoting a Civil War site must have items displayed relating to it.

**Enhancement funds cannot be used to construct parks or their facilities. Landscaping around buildings renovated with Enhancement funds is acceptable, but will be limited in nature. Annuals will not be eligible for Enhancement funding.**

Actions (or work) taken prior to FHWA project authorization are not eligible for compensation. This **does not** mean the portion of the action done before authorization is ineligible and the portion done after authorization is eligible. **None of the action is eligible.** For example, if

the Sponsor intends to be compensated for their right-of-way acquisition, and if they inadvertently begin work before authorization, none of the right-of-way acquisition is eligible for reimbursement. The Sponsor will be notified **in writing** when expenditures are authorized, and can be incurred.

Activities or items routinely funded from other FHWA sources (not the TE program) are **not eligible**. This does not mean that all items or activities that could be funded with other sources are ineligible. Only those that are both eligible and routinely funded are ineligible. For example, overlay of a roadway in conjunction with eligible shoulder overlay could not be funded with TE funds since that is a routinely funded item with other FHWA monies.

Items that **are ineligible** for funding by the Transportation Enhancement program **can be included** in the construction contract as **nonparticipating** items with the funding to be provided by the Sponsor or others. Costs that are ineligible for compensation are **not eligible** for match credit.

### **COST INCREASES**

**Funding for project costs in excess of those awarded initially will not be provided. Therefore, obtaining realistic cost estimates for the services to be performed are extremely important to insure that adequate funding is provided.** It is recommended that the services of a professional engineer, architect, or contractor **familiar with DOTD procedures** be obtained to assist in the development of the required project services and cost estimates **work must be to DOTD standards**. Costs for professional services associated with preparation of the application are not eligible for reimbursement.

**The Sponsor will be responsible for any cost in excess of that awarded initially.** Sponsors should carefully control increases and overruns as they may jeopardize completion of the entire project. If the Sponsor decides not to complete a project, the applicant will reimburse all federal expenditures to the LA DOTD.

### **CHANGES IN PROJECT SCOPE**

Sponsors cannot make changes in the design or scope of the project without LA DOTD's written approval and adjustment to the project's State/Sponsor Agreement. Please be aware that approval is not automatic; a proposed change can be denied. The Sponsor must relay any proposed changes in the scope of the project to the LA DOTD Enhancement Program Manager within thirty (30) days of a decision to modify a project. Changes without LA DOTD's approval may prohibit the reimbursement of funding.

### **PROJECT FOLLOW-UP**

All press releases concerning any project accepted into the program **must be cleared through the DOTD Coordinator assigned to the project** for accuracy and content. The Sponsor is required to identify the LA DOTD and the FHWA for their participation in the project in any news releases or other promotional material for the project. If a plaque or sign is used on the project, LA DOTD must be identified as providing part of the funding for the project.

## **PROJECT SCHEDULING**

**Please note that due to DOTD processing, Federal guidelines and scheduling constraints if your project is selected, it will not be bid in the current or next fiscal year. The Federal Fiscal Year begins in October. DOTD schedules projects on a first-come, first-serve basis. After your plans have been through the DOTD process and are deemed as “Final Plans” (average of 2 years), your project will be scheduled at the next available letting date based on available funds.**

**Also note that it is a program policy, that if a project has not shown significant progress (as determined by the Transportation Enhancement Program Manager) 3 years after inclusion in the program, the project will be cancelled.**

## **PROJECT SELECTION CRITERIA**

The LA DOTD will select projects for funding based on TE Goals. The following project selection criteria will be used as a tool to guide the process:

- Improves the quality of life, quality of transportation systems, and/or quality of the environment,
- Shows rarity, uniqueness, or significance compared to existing resources of its type,
- Degree of confidence about cost estimate,
- Reasonableness of delivery schedule, amount of risk of lengthy environmental studies and permits or public controversy about the project,
- Shows relative total benefit compared to its cost,
- Demonstrates urgency or risk of lost opportunity,
- Is multi-modal and/or demonstrates connectivity,
- Provides extra matching funds or services,
- Shows value in spreading general public awareness of or access to its type of resource, and
- Indicates sustainability and/or long-term worth.

The LA DOTD Enhancement Committee will be responsible for the selection/prioritization of projects each funding cycle. The committee will screen for eligibility, rate the projects and submit a list of recommended projects to the Secretary of LA DOTD for final selection. The Committee is composed of the members of the Enhancement Unit in Road Design, the Landscape Unit in Maintenance, one person from the LA DOTD Environmental Section, and the Enhancement Program Administrator. Additional input in prioritization will be requested from each LA DOTD District Administrator; MPO; the LA DOTD Bicycle and Pedestrian Coordinator; Department of Culture, Recreation, and Tourism; and other state or federal agencies having knowledge pertinent to the program as needed.

A copy of the grading criteria may be found in the appendix. The selection and grading process will be reviewed every year, before the screening and prioritization process begins to determine any changes that need to be made. After the adjustments, if any, have been determined, the Committee shall not consider recommendations by others relative to the annual screening and prioritization process.

## SELECTION CYCLE

Applications for projects requesting funding under the TE Program will only be accepted during the application call process. Potential Sponsors may look on the LA DOTD website at [www.dotd.louisiana.gov](http://www.dotd.louisiana.gov) to check on application cycle status. At this time, the Enhancement selection cycle is set on an annual cycle. Notices of the impending deadline for submittals will be mailed to all municipalities, parish police juries (or equivalent), metropolitan planning organizations, planning districts, and state legislators, approximately two month before the deadline. Applications **will not** be held for consideration in the next funding cycle. It will be the responsibility of the Sponsor to resubmit the application for the next cycle.

## NOTIFICATION OF SELECTION

Projects selected for the program will be posted to the LA DOTD website at [www.dotd.louisiana.gov](http://www.dotd.louisiana.gov) within two weeks after selections have been made. Successful project Sponsors will also be notified in writing. Unsuccessful project Sponsors will also be notified in writing. The Sponsor should please note that unsuccessful applications **will not** be kept for future selection cycles; the Sponsor will need to resubmit.

## **APPENDIX**

**List of Terms**

**Key Points in Selection**

**Metropolitan Planning Organization (MPO) Map**

**MPO Directors**

**Contacts**

**LA DOTD Districts Map**

## LIST OF TERMS

AASHTO: American Association of State Highway and Transportation Officials

ADA: Americans with Disabilities Act

Applicant: The individual or government entity submitting the application

Authorization: The point in time in which the FHWA has approved the project and actual funding is put into an escrow account

Environmental Clearance: The point at which the project has been checked for all applicable criteria required by NEPA and approved by FHWA for environmental issues

FHWA: Federal Highway Administration

Final Plans: Final signed and stamped plans, technical specifications and cost estimate, also known as PS&Es.

LA DOTD: Louisiana Department of Transportation and Development

NEPA: National Environmental Policy Act

Obligation: The point at which the project is accepted into the program and LA DOTD and FHWA agrees to eventually authorize the project once all processes for final contract document (plans, specifications and cost estimate) have been completed

ROW: Right-of-way, property encompassed by the project

Scenic or Historic Highway Program: Scenic Byway Program, administered by LA DOTD

SHPO: State Historic Preservation Office, Louisiana Department of Culture, Recreation and Tourism

Sponsor: The government entity that agrees to provide local oversight of the project, the required local match, manages and maintains the project, and legal liability for the project

State/Sponsor Agreement: Legal document between LA DOTD and the local Sponsor that documents both parties duties and responsibilities

TE: Transportation Enhancement

USDOT: United States Department of Transportation

## KEY POINTS IN SELECTION

### SCREENING

All project applications will be screened for minimum eligibility criteria and minimum requirements for grading before evaluation and ranking for selection. Projects not meeting minimum criteria will be dropped from further consideration without prejudice.

### MINIMUM CRITERIA

- The project must fit into at least one of the eligibility categories listed in The Transportation Equity Act for the 21st Century. They are:
  - Provision of facilities for pedestrians and bicycles
  - Provision of safety and educational activities for pedestrians and bicyclists.
  - Acquisition of scenic easements and scenic or historic sites
  - Scenic or historic highway programs (including the provision of tourist and welcome center facilities)
  - Landscaping and other scenic beautification
  - Historic preservation
  - Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
  - Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails)
  - Control and removal of outdoor advertising
  - Archaeological planning and research
  - Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
  - Establishment of transportation museums
- The project must have a direct relationship to surface transportation. Surface transportation means all elements of the intermodal transportation system, exclusive of aviation. This includes water as surface transportation and includes eligible activities on related features such as canals, lighthouses, and docks or piers connecting to ferry operations, as long as the proposed enhancement otherwise meets the basic eligibility criteria.
- Many projects are a mix of elements, some on the list and some not. Those project elements that are on the list may be counted as TE activities. For example, a rest area might include a historic site purchased and developed as an interpretive site illustrating local history. The historic site purchase and development would qualify as a TE activity.

- Activities that are not explicitly on the list might qualify if they are an integral part of a larger qualifying activity. For example, if the rehabilitation of a historic railroad station required the construction of new drainage facilities, the entire project could be considered a TE activity. Similarly, land acquisition and construction activities necessary for implementing qualifying TE activities are eligible for funding.
- The funded activities must be accessible to the general public or targeted to a broad segment of the general public or provide a clear public benefit. It should not be perceived as being targeted to a narrow segment of the public.
- LA DOTD's position is to discourage applicants from applying for funding where more than 50% of the project cannot be funded in part or whole through the TE Program. However, LA DOTD will not prohibit projects with many ineligible features where the Sponsor is paying the balance, enhancements grafted onto larger projects, large complex projects with multiple funding sources, phased projects or projects with other special circumstances. Projects with the "over 50%" criteria where no other funding source is stipulated for the ineligible items will be rejected without prejudice. Examples of ineligible items are: parking facilities not associated with trailheads, public art, the portion of historic building not utilized for enhancement purposes, parallel piping.
- The Sponsor should provide sufficient information for project grading.

### **MINIMUM REQUIREMENTS FOR GRADING**

LA DOTD will screen for the following minimum requirements (except those that may not be applicable for certain types of projects) to ensure that the application/project:

#### **Project Scope and Cost**

- Shows an **entire** plan (including all phases) for the project. If phased, the project should have no more than 3 phases and phases must be logical and "stand-alone". The Sponsor shall indicate the phase for which they are applying,
- Contains a well-defined project description, with clear project limits, scope of work,
- Contains sufficient detail and clear information in the project description and cost estimates for evaluation in comparison to other projects,
- Contains a financial plan, showing full project funding, covering all funding sources, showing line item detail, for all project phases,
- Demonstrates adequate match funding and contains sufficient other funding to cover ineligible features to complete the project,



## **Transportation Program Requirements**

- Meets federal and state standards for historic restoration,
- Will meet applicable handicapped access ADA requirements,
- Recognizes and meets applicable federal and state standards for its project type,

## **Program Application & Implementation**

- Has completed the Certification Section of the Application,
- Includes the required number of sets of completed, signed application forms, including all attachments, submitted in accordance with established deadlines.
- Contains a letter from any affected railroad stating that the railroad would be willing to grant a right of entry or execute an encroachment agreement on projects that encroach or cross on railroad ROW,
- Contains documentation that ROW for the project is publicly owned (leased) and was obtained using federal guidelines and requirements, except for the Acquisition of Scenic or Historical Sites or Preserving Abandoned Railway Corridors categories. If ROW is not in public ownership, the project will **not** be considered unless the sponsor has an executable option on the property for acquisition within one year of the application.

## **EVALUATION**

The LA DOTD seeks diversity in the types of projects to be selected into the TE Program, and has, therefore, developed an evaluation system intended to yield a mix of projects of different types. Rankings will necessarily be subjective, relying on the experience, expertise, and priorities of LA DOTD. Within the general framework contained herein, LA DOTD will decide what external information is required, devise its own process, and define the roles of the various Committee members to evaluate project applications.

The Enhancement Committee will review the applications and provide information to the District Administrators concerning the project's function, impact, cost, and Enhancement Committee priority. The District Administrators will take this information and apply their regional priorities and information they obtain to rank the projects in their respective districts.

Function is defined as serving a purpose to the existing transportation system – not pure recreation.

Impact is the benefit to the transportation system. Impact should take into account the project's relative importance of link or relationship to overall state and local interests.

Cost will be evaluated on the overall amount requested from the TE Program and relative value compared to cost, i.e. “the most bang for the buck”. This will be a subjective evaluation agreed to by the Committee.

Regional Priority will be determined based upon input from the LA DOTD District Administrators. The District Administrators may request other input from the Metropolitan Planning Organization (MPO) in their district, the Louisiana Department of Culture, Recreation and Tourism or other agencies with expertise or interest in the project type.

Enhancement Committee Priority will be assigned by considering the following factors: relative importance, rarity, uniqueness, or significance compared to existing resources of its type; relationship to location of other existing or proposed resources of its type; degree to which the project is a complete stand-alone project; leverage of other resources into the project; and value in spreading general public awareness of or access to its type of resource.

Once all projects have been prioritized in their respective districts, the rankings will be returned to the Enhancement Committee who will then select the projects to receive funding based on available funding, prioritization of the districts, population distribution and other subjective factors. The final selection will be submitted to the LA DOTD Secretary for his approval.

### ***1. Provision of facilities for pedestrians & bicycles***

#### **Function**

Strong—Significantly improves non-motorized transportation system. Provides links to existing system. Provides linkage to traffic generation sites throughout its length. Services schools. Project mostly transportation in nature.

Moderate—Improves or establishes a non-motorized transportation system. Project provides transportation however shows evidence of recreational nature. Provides linkage to traffic generation site at beginning and end of project.

Weak—Has one major traffic generation site along length. Project mostly recreational in nature.

#### **Impact**

Strong—Solves documented safety problems related to non-motorized public. Completes connection with an existing system.

Moderate—Improves safety conditions for non-motorized public. Part of the ongoing addition to an existing system.

Weak—Minimal improvement of safety conditions for non-motorized public. Stand-alone project. No system in place.

## ***2. Provision of safety & educational activities for pedestrians and bicyclists***

### **Function**

Strong—Provides safety & educational activities for a broad segment of the general public or is directed specifically toward children.

Moderate—Provides safety & educational activities for a more targeted segment of the public (not related to children).

Weak—Activities include written material only with no obvious distribution system provided.

### **Impact**

Strong—Activities include live demonstration/classes.

Moderate—Activities include video, pamphlets and/or brochures. No live classes.

Weak—Activities more recreational in nature.

## ***3. Acquisition of scenic easements and scenic or historic sites***

### **Function**

Strong—Location contains the presence of significant or unique historically valued items such as building, breastworks, etc and/or provides an excellent view that is indicative of surrounding countryside.

Moderate—Location provides a pleasant view that would enhance the traveling experience or has some historical value, though other sites may exist they are not located nearby (within approximately 100 mile range for sites). No structures present, however, site is at the location of a major historically significant event.

Weak—Location provides a pleasant view that would somewhat enhance the traveling experience or has some historical value, however, other examples exist in nearby area.

### **Impact**

Strong—Would significantly affect the transportation experience if lost due to the significance and/or uniqueness of easement/site.

Moderate—Would adversely affect the transportation experience if lost due to the significance or uniqueness of easement/site.

Weak—No significant deprivation to the transportation experience if lost. Potentially promotes commercialization.

**4. *Scenic or historic highway programs (including the provision of tourist and welcome center facilities)***

Projects must be along a recognized Louisiana Byway. For the purposes of evaluation, this category will be broken into two, as there are significantly tight guidelines for the tourist and welcome center facilities.

**General scenic or historic highway program**

**Function**

Strong—Project significantly improves a transportation corridor and/or improves safety. Project may be an anchor for future development or expand an existing area.

Moderate—Project improves a transportation corridor or improves safety. Project is more typical in nature.

Weak—Project slightly improves a transportation corridor or potentially creates an unsafe condition. Project appears as more of an afterthought than well planned.

**Impact**

Strong—Project protects, preserves, and enhances the scenic or historic aspect of the highway and/or restores features previously lost to time and poor maintenance. Project has unique and/or interesting aspects.

Moderate—Project protects, preserves, and enhances the scenic or historic aspect of the highway or restores features previously lost to time and poor maintenance. Project is more typical (vanilla) in nature.

Weak—No other purpose for the project noted other than improving the adjacent lands for commercialization.

**Tourist and welcome center facilities**

**Function**

Strong—Project has a significant link to a recognized Louisiana Byway. Example: Facility links to walkway to a swamp or Civil War site.

Moderate—Project is linked to a recognized Louisiana Byway.

Weak—Project has a tenuous link to a recognized Louisiana Byway.

**Impact**

Strong—Project has unique and/or interesting aspects. Project would significantly contribute to the traveling experience.

Moderate—Project is more typical (vanilla) in nature.

Weak—No other purpose for the project noted other than improving the adjacent lands for commercialization.

## ***5. Landscaping and other scenic beautification***

### **Function**

Strong—Project significantly improves a transportation corridor and/or improves safety. Project may be an anchor for future development or expand an existing area.

Moderate—Project improves a transportation corridor or improves safety. Project is more typical in nature.

Weak—Project slightly improves a transportation corridor or potentially creates an unsafe condition. Project appears as more of an afterthought than well planned.

### **Impact**

Strong—Project utilizes functional ornamental and/or native plantings (softscape) and paving, sign, etc. (hardscape) to create an outdoor area or corridor. Project shows unique or interesting aspects. Project improves an area that is an eyesore.

Moderate—Project is more typical (vanilla) in nature.

Weak—Poor use of softscape and/or hardscape elements.

## ***6. Historic preservation***

### **Function**

Strong—Significantly improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. Letter of endorsement provided by SHPO and the entire facility is eligible for TE funds.

Moderate—Improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. Letter of endorsement provided by SHPO, however, entire facility is not eligible for TE funds.

Weak—Slightly improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. No letter of endorsement provided by SHPO. Over 50% of facility is not eligible for TE funds.

## Impact

Strong—Facility is a unique or historically significant site which if lost would be detrimental to the transportation experience.

Moderate—Facility is a somewhat historically significant site or has some noteworthy aspects. Other examples may exist, however, not within 100 miles of proposed site.

Weak—Facility is a commonplace type structure or not a historically significant site. Other examples are found throughout the state.

### **7. *Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)***

## Function

Strong—Significantly improves the ability of the public to appreciate the historic significance of the project itself or the area served by it and will be used for a contemporary purpose. Letter of endorsement provided from SHPO. The entire facility is eligible for TE funds.

Moderate—Improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. Short-range plans have been made for the ultimate contemporary use of the facility and/or long-range plans are present. Letter of endorsement provided by SHPO, however, entire facility is not eligible for TE funds.

Weak—Slightly improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. No short range or long range plans made for the ultimate contemporary use of the facility. No letter of endorsement provided by SHPO. Over 50% of facility is not eligible for TE funds.

## Impact

Strong—Facility is a unique or historically significant site which if lost would be detrimental to the transportation experience.

Moderate—Facility is a somewhat historically significant site or has some noteworthy aspects. Other examples may exist, however, not within 100 miles of proposed site.

Weak—Facility is a commonplace type structure or not a historically significant site. Other examples are found throughout the state.

**8. *Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails)***

**Function**

Strong—Project provides linkage to existing system. Based in area where eventual pedestrian/bike trail would be used mostly for transportation purposes. Sponsor provides a vision showing transportation potential.

Moderate—Project establishes a non-motorized system that has a transportation function but also has elements of recreation.

Weak—Project is mostly recreational in nature.

**Impact**

Strong—Strong possibility exists of a “lost opportunity”. Preserves corridor for future pedestrian/bike trail. Corridor has strong connectivity potential.

Moderate—Possible “lost opportunity” location provides for connectivity however location is not as desirable as an urban corridor for example.

Weak—Location does not provide for connectivity potential. Project is strictly recreational in nature.

**9. *Control and removal of outdoor advertising—No projects of this type will be accepted.***

**10. *Archaeological planning and research***

**Function & Impact**

Strong—Direct link found to a transportation function. Support letters provided from other state or federal agencies. End result of research will potentially be accessible to public.

Weak—Project has a tenuous link to a transportation function. No support letters provided from other state or federal agencies. End result of research will not be accessible to public.

**11. *Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity***

For the purposes of evaluation, this category will be broken into two, as there are significantly different methods of evaluation required for each.

## ***Environmental mitigation to address water pollution due to highway runoff***

### **Function & Impact**

Strong—Strongly incorporates both aesthetic and ecological considerations and promotes recharge.

Weak—Incorporates either aesthetic or ecological considerations and promotes recharge.

## ***Reduce Vehicle-Caused Wildlife Mortality While Maintaining Habitat Connectivity***

### **Function & Impact**

Strong—Must have documentation provided showing vehicle-caused wildlife mortality or vehicle incidences caused by wildlife. Wildlife mortality or vehicle incidences must be a higher than normal rate at the site. Must be for the protection of an endangered or threatened species.

Weak—Site appears to have normal rate of wildlife mortality or vehicle incidences at the site. Endangered or threatened species not identified.

## ***12. Establishment of transportation museums***

### **Function**

Strong—Significantly improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. Letter of endorsement provided by SHPO. The entire facility is eligible for TE funds. Serves a distinct educational purpose.

Moderate—Improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. Letter of endorsement provided by SHPO; however, entire facility is not eligible for TE funds. Serves an educational purpose.

Weak—Slightly improves the ability of the public to appreciate the historic significance of the project itself or the area served by it. No letter of endorsement provided by SHPO. Over 50% of facility is not eligible for TE funds. Project appears to serve a minimal education purpose.

### **Impact**

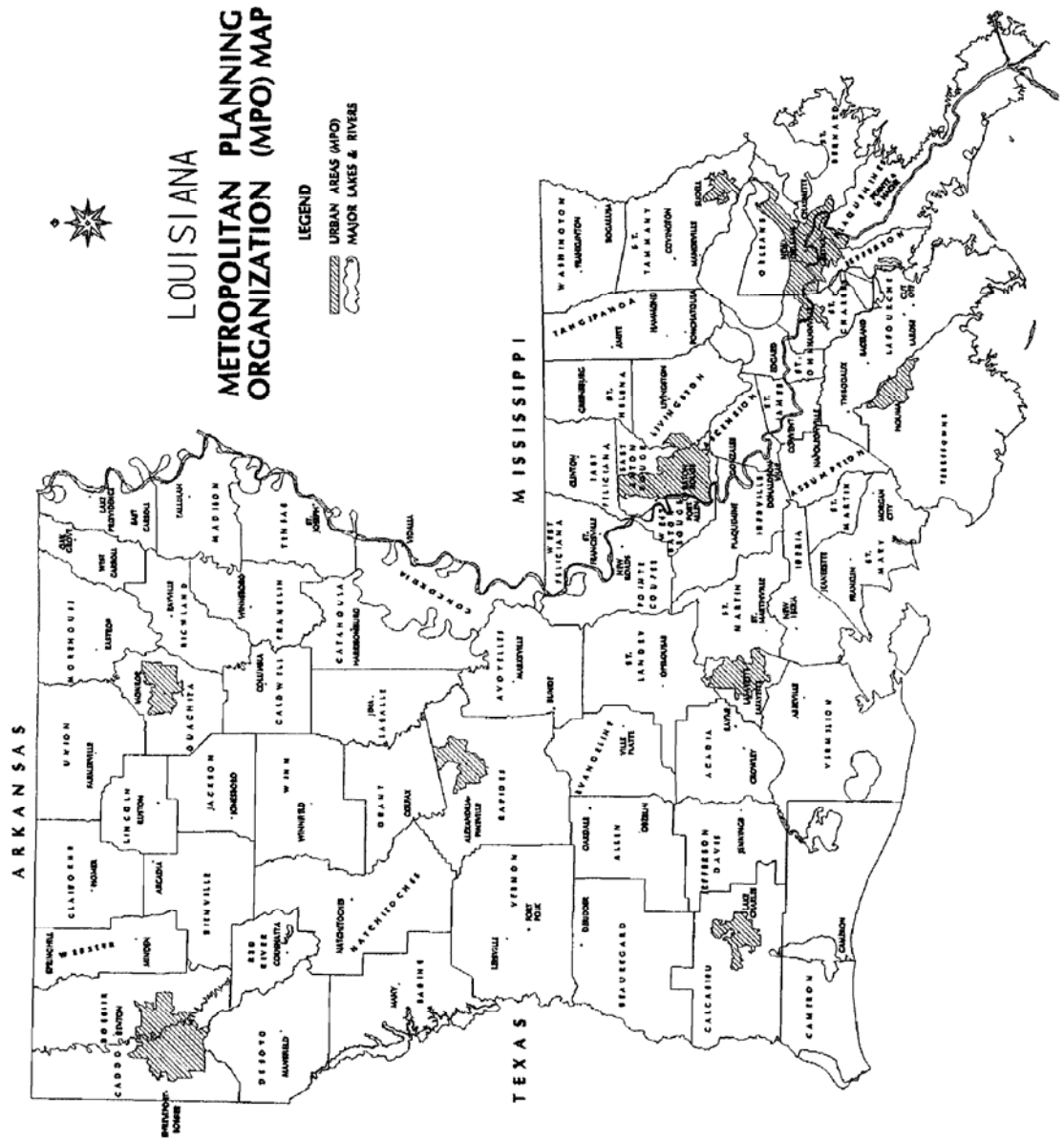
Strong—A clear mission statement provided. All elements of the evaluation are satisfied. These elements are: Has one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and has sufficient financial resources to operate the museum effectively: Present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards. Has a formal and appropriate program of documentation, care, and use of collections and/or tangible



objects. Has a formal and appropriate program of presentations and maintenance of exhibits.

Moderate— Though project does have some the following elements already, not all exist at present or there will be a time delay in providing for some of the elements. The elements are: Have (or will have) one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and has sufficient financial resources to operate the museum effectively. Present (or will present) regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards. Have (or will have) a formal and appropriate program of documentation, care, and use of collections and/or tangible objects. Have (or will have) a formal and appropriate program of presentations and maintenance of exhibits.

Weak—Though project will have the following elements, none exists at present or there will be a time delay in providing for the elements. The elements are: Will have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and has sufficient financial resources to operate the museum effectively. Will present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards. Will have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects. Will have a formal and appropriate program of presentations and maintenance of exhibits.



## METROPOLITAN PLANNING ORGANIZATIONS

The following is a list of the metropolitan planning organizations for the state of Louisiana. Applicants with projects in an area served by one of these organizations must attach a letter of endorsement for their project from the MPO.

### **Alexandria-Pineville Area**

Rapides Area Planning Commission  
P.O. Box 7586  
Alexandria, LA 71306  
Contact Person: Matt Johns  
Phone: (318) 487-5401, ext 11  
Fax: (318) 487-5406  
E-mail: [Mattj6@cox-internet.com](mailto:Mattj6@cox-internet.com)

### **Baton Rouge/Baker/Brusly/Denham Springs/Port Allen/Walker/Zachary Area**

Capital Region Planning Commission  
P.O. Box 3355  
Baton Rouge, LA 70821-3355  
Contact Person: R. J. Goebel  
Phone: (225) 383-5203  
Fax: (225) 383-3804  
E-Mail: [rgoebel@brgov.com](mailto:rgoebel@brgov.com)

### **Houma Area**

South Central Planning and Development Commission  
Post Office Box 1870  
Gray, LA 70359  
Contact Person: Kevin Ghirardi  
Phone: (985) 851-2900  
Fax: (985) 851-4472  
E-Mail: [ghirardi@scpdcc.org](mailto:ghirardi@scpdcc.org)

### **Lafayette Parish**

Lafayette City-Parish Consolidated Government  
Post Office Box 4017C  
Lafayette, LA 70502  
Contact Person: Mike Hollier  
Phone: (337) 291-8016  
Fax: (337) 291-8458

**Lake Charles/Sulphur/Westlake Area**

Imperial Calcasieu Regional Planning & Development Commission

P.O. Box 3164

Lake Charles, LA 70602

Contact Person: James Porter

Phone: (337) 433-1771

Fax: (337) 433-6077

E-Mail: [james@imcal.org](mailto:james@imcal.org)

**Monroe/West Monroe Area**

North Delta Regional Planning and Development District

1913 Stubbs Ave.

Monroe, LA 71201

Contact Person: Doug Mitchell

Phone: (318) 387-2572

Fax: (318) 387-9054

E-Mail: [doug@northdelta.org](mailto:doug@northdelta.org)

**New Orleans Area/St. Charles Parish Urbanized Area/North Plaquemines Parish Area/  
South St. Tammany Parish Area**

Regional Planning Commission

1340 Poydras Street, Suite 2100

New Orleans, LA 70112

Contact Person: Walter Brooks

Phone: (504) 568-6611

Fax: (504) 568-6643

E-Mail: [rpc@norpc.org](mailto:rpc@norpc.org)

**Shreveport/Bossier City Area**

Northwest Louisiana Council of Governments

401 Market Street, Suite 460

Shreveport, LA 71101

Contact Person: Kent Rogers

Phone: (318) 841-5950

Fax: (318)-841-5952

E-Mail: [nlcog@nlcog.org](mailto:nlcog@nlcog.org)

# CONTACTS

## LA CRT Personnel

State Historic Preservation Officer

Ms. Pam Breaux  
Louisiana Department of Culture, Recreation & Tourism  
Division of Historic Preservation  
PO Box 44247  
Baton Rouge, LA 70804-4247  
Phone Number: (225) 342-8200  
Fax Number: (225) 219-9772  
Website: [www.crt.state.la.us](http://www.crt.state.la.us)

Louisiana Scenic Byways Manager

Mr. Chuck Morse  
Louisiana Department of Culture, Recreation & Tourism  
PO Box 44247  
Baton Rouge, LA 70804-4247  
Phone Number: (225) 342-8115  
E-mail: [cmorse@crt.state.la.us](mailto:cmorse@crt.state.la.us)

## LA DOTD Personnel

Enhancement Program Manager

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Louisiana Department of Transportation & Development  
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Phone Number: 225) 379-1585  
Fax Number: (225) 379-1351  
E-mail: [vhorton@dotd.louisiana.gov](mailto:vhorton@dotd.louisiana.gov)

Enhancement Coordinator: Addresses are the same as the Enhancement Program Manager.

Steve Meek  
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## **District Administrators**

### **District 02**

Michael Stack  
PO Box 9180  
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### **District 04**

John Sanders  
PO Box 38  
Shreveport, LA 71161-0038  
Phone Number: (318) 549-8301  
Fax Number: (318) 549-8463

### **District 07**

R. H. Hennigan  
PO Box 1430  
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### **District 58**

Ricky Moon  
PO Box 110  
Chase, LA 71324  
Phone Number: (318) 412-3101  
Fax Number: (318) 435-3929

### **District 62**

Connie Standige  
683 N. Morrison Blvd  
Hammond, LA 70401  
Phone Number: (985) 375-0101  
Fax Number: (985) 375-0240

### **District 03**

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PO Box 3648  
Lafayette, LA 70502  
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Fax Number: (337) 262-6260

### **District 05**

Donald Tolar  
PO Box 4068  
Monroe, LA 71211  
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Fax Number: (318) 342-0260

### **District 08**

Wayne Marchand  
PO Box 5945  
Alexandria, LA 71307-5945  
Phone Number: (318) 561-5101  
Fax Number: (318) 561-5288

### **District 61**

Roy Schmidt  
PO Box 831  
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Fax Number: (225) 231-4108

## **District Maintenance Engineers**

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PO Box 9180  
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### **District 04**

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### **District 07**

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PO Box 1430  
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# LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT DISTRICTS

